



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Purchasing Agent

SOLICITATION No. 12-007
OPENING DATE: December 26, 2011
CLOSING DATE: January 16, 2012 (5pm Baghdad time)
MARKET VALUE: FSN-6 (USD 18,782 – USD 28,178, basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-6. A training grade level, below FSN-6, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

Under the supervision of the Procurement Specialist, the incumbent acquires needed goods/services through micro-purchases in the local market using government purchase orders. Delivers purchased goods from the vendors to the GSO staff for further inspection and acceptance ensuring compliance with internal property management procedures.

Prepares contract close-out actions with guidance from the Procurement Specialist and coordinates with the Financial Management Office to ensure all close-out documentation is completed in a timely manner. Is File Custodian for the Procurement Section files.

DETAILED DUTIES AND RESPONSIBILITIES

A. Makes local micro purchases up to \$3,000 each if necessary, when authorized by EXO considering the urgent nature where the establish Purchase Order system can't be applied. Receives procurement requests from the GSO and IT sections; determines local supply sources, when needed US sources, solicits and reviews vendor's quotations, recommends sources based on price and quality of goods/services, and acquires needed goods/services through the use of purchase order method.

Maintains an up-to-date list of potential local vendors where reliable and timely quotations can be secured. When vendors fail to perform as expected, the incumbent will document such cases in order to avoid using the vendor on other occasions. Upon delivery of goods and receipt of invoice, make copies to the procurement files and send required documentation to GSO to prepare receiving report simultaneously forward invoices to Finance Management Office (FMO) to process payment. Make sure the delivers purchase goods from the vendors to the requestors ensuring compliance with internal property management procedures.

Coordinate with the American Embassy in Iraq and dispatch agent in US on shipments and deliveries of commodities. Give information requested, if necessary. Coordinate with the IT department on related orders due to the technical nature of equipment before informing supplier or freight forwarded (description of items, prices suggested, supplier' quotations and shipping problems).

Assist the procurement specialist in Maintaining computerized procurement database for generating special, quarterly and annual reports of Mission's procurements. Maintain a reference library, including agency regulations and instructions, GSA schedules, U.S. Federal Specifications and Standards, contracts and POs which constitute or may be used as precedents. Also maintain files relating to Mission procurement policy and procedures, USAID Notices, Embassy Notices, USAID/W General Notices, incoming and outgoing correspondence

Follows prescribed internal procedure in the handling of local procurement use of USG funds; provides the FMO with the invoices for the deliveries of the procurements from the local market for their future reference. Follows up with vendors to ensure orders are being fulfilled in accordance with agreed upon time frame and NTE the USG obligations. (70%)

B. Close-out all actions on Purchase orders and contracts for goods/services ordered and received, either by U.S. dispatch or locally upon final acceptance, and work with financial personnel from Finance Management Office to de-obligate any unutilized funds with guidance of the Procurement Specialist (20%)

C. As Procurement Office File Custodian, is responsible for maintenance of EXO Procurement filing system and vital records, ensures that documents are filed and disposed according to USAID Records and Correspondence Management Regulations. (10%)

Other duties as assigned.

REQUIRED QUALIFICATIONS:

a. Education: Associate-level degree or certificate in business, or other related field is required, Bachelor's degree is desirable.

b. Prior Work Experience: One to two years of demonstrated progressively responsible experience in an organizational setting, in procurement or related skills functions. Previous employment relating to purchasing activities with an international or private company is desirable.

c. Post Entry Training: The incumbent is expected to possess the necessary technical and administrative skills/abilities required to perform the duties and responsibilities of the position. Post-entry on-the-job training will, therefore, be focused primarily on the Agency's established policies, procedures and regulations.

d. Language: Level III English [Good Working Knowledge] and Fluent (Level IV) Iraqi Arabic is required so that requests can be understood as well as being able to communicate clearly with local vendors and Mission staff.

e. Knowledge: A good working knowledge of local market conditions, business regulations, procurement procedures/practices, pricing structures and the capabilities of potential local suppliers is necessary. Initial working knowledge of computer software (MS Word, Outlook).

f. Skills and Abilities: This position requires a blend of abilities to include: exceptional accuracy, attention to detail, punctuality; good verbal communication skills. Strong ability to work well over the telephone. Exceptional interpersonal skills required - must be tactful, personable, and be able to maintain effective

working relationships with employees and their supervisors. Must be able to lift heavy items while delivering purchased goods.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov